

JOB ANNOUNCEMENT

INSafe Administrative Coordinator (AA4)

AGENCY: Indiana Department of Labor

JOB POSTING ID: 604152

APPLY BEFORE: September 19, 2016

LOCATION: Indianapolis

HIRE SALARY: \$26,702

TO APPLY: [Link to Job Posting](#)

JOB DESCRIPTION

Position functions within the Indiana Department of Labor's INSafe division providing extensive administrative support and coordination for the INSafe consultants. Primary responsibilities include:

- Serve as OSHA Express Administrator; perform daily start-of-day, end-of-day, error correction and weekly and monthly back-up for the OSHA Express system;
- Participate in monthly federal OSHA IT Teleconferences for Consultation;
- Complete accurate and timely records and reports related to work schedule and work activities;
- Remain up-to-date on relevant changes in SIC/NAICS codes, federal OSHA High Hazard Industry List, OSHA website and the Consultation Policies and Procedures Manual.
- Respond to incoming inquiries via phone, email, fax, postal mail or walk-in clients;
- Receive, process and assign all requests for consultation and related activities for INSafe Health and Safety Consultants within the allotted time frames;
- Issue all employer correspondence as it relates to consultation (e.g. visit consultation acknowledgment letters, consultation reports, hazard correction letters, etc.) within the allotted time frames;
- Perform data entry tasks related to consultation activities;
- Serve as INSafe Fleet Manager to manage vehicle usage logistics;
- Serve as the INSafe Division's Records Retention Coordinator;
- Schedule conference calls, meetings and other room assignments as requested;
- Participate in projects to enhance the INSafe division; and
- Complete other projects, duties or requests as assigned and reports related to work schedule, work activities and/or travel or reimbursement requests.

PREFERRED EXPERIENCE

Bachelor degree preferred or four (4) years work experience in administrative support; business administration; program support; public administration; or accredited college training in a related field.

- Excellent verbal and written communication skills and ability to speak and write in a professional and concise manner;
- Customer services experience preferred;

- Ability to manage multiple projects and/or inquiries, to work in a diversified team environment towards a common deadline, and to adapt responsibilities accordingly;
- Ability to maintain confidentiality;
- Demonstrated initiative to improve current processes and procedures in agency customer service;
- Understanding of state government and legislative issues impacting the Indiana Department of Labor functions;
- Ability to write and edit written consultation reports to further promote occupational safety and health; and
- Strong computer skills; accurate data entry.